
Meeting Minutes
Board of Management
January 9, 2024 at HDTC-BIA Office 6pm

Attendance: Nancy Dudley (Co-chair); Connie Beneteau (BIA); Clair Culliford (Secretary); Liz Nauta (The Myrtle Flower Shop & BIA); Anthony Wilson (Ec. Dev.); Sergeant Rene Cowell (CK Police); Ken Labonte (CK Fire); Conor Allin (CK Council) Zak Owen (Landlord & BIA); Andrew Thiel (Abstract Marketing & BIA); Lucinda Harp (Boardwalk Condo & BIA); Jen Acampora (Landlord & BIA); Jim Carrington (Co-Chair); and Paul Shettell (Treasurer)

Guests: Yvonne Toma; Lisa Munro; Jennifer Cobb and Karen Kirkwood-Whyte

Nancy welcomed everyone for coming and asked as if Lucinda would present her presentation first as it was not on the agenda. The presentation was on the “Revitalization of the Historic Downtown Chatham”. Yvonne spoke on its 3-pronged approach with Shelter/Revitalization to ‘historic’ and building low-income housing. The approach was towards 1) Safety; 2) Attracting new merchants, increasing events, incentives, partnering with people; 3) Beautification and 4) Promotion (partnering with schools, and branding strategies.

Needed: Approval from the Board to move forward as well as Council support and student support for each of the pillars.

It was suggested that more information would be needed as to how these things can be supported physically and financially.

Nancy asked for a motion to approve the agenda. A motion was first made by Clair and seconded by Conor; all were in favour. Motion carried.

Sergeant Renee Cowell reviewed the monthly status report for the downtown area. Sgt. Cowell answered a question that if it happened in this month, it will show up on next month’s report. As with the cold weather, we are seeing more loitering in lobbies. Sgt. Cowell thanked everyone for their cooperation in this new role (BIA Board) however, due to an injury, she will be transferred and a new person will be taking her place on the board. Nancy thanked her for all her participation.

A motion was made to approve the Police Report first by Paul and seconded by Andrew. All were in favour. Motion carried.

Nancy asked if there were any business arising from the previous board meeting minutes. Seeing not we moved on.

A motion was made to accept the Previous Board Meeting Minutes first by Clair and second by Conor. All were in favour and Meeting Minutes were approved.

Nancy asked if there were any declaration of conflict of interest? Seeing none, we moved onto the Board Reports.

Board Reports:

Co-Chair: Nancy Dudley reported that we currently have 106 businesses between Food/Ent; Food/Retail; Retail; Retail/Service; Service and Wholesale. We have 18 empty spaces but they

are actively being worked on. Our mix is 34 retail to 71 services. It was asked on the timing of these new businesses to be opened. Anthony answered that it will range from 1 month until the end of the year. It was asked, “who actively is bringing in new businesses?” Anthony said that Economic Development use to but now they work on retention and expansion.

Secretary: Clair Culliford: Correspondence: Biz Connect tomorrow night. It is open to the Not-For-Profit and would you like the BIA to attend with a table? Yes.
Advertising available with the Chatham Voice. They have listed all activities for the year if you have a specific passion for any one of them. Bill has been retained for another year.

Office Update: Connie: We have had some sponsorship meeting for RetroFest™ 2024. Memorie Lane is running the Beverage Garden this year. Soapbox Derby maybe an issue this year because the Kiwanis Theatre is booked and we can not utilize the front parking lot for the pit-crew soapbox cars. There is no where else safe for the cars and kids but will keep you updated if anything changes.

Lights in the trees – The Customer Service at the Civic Centre as well as some Council are sending people to the HDTC-BIA to explain why there is no lights in the trees. The BIA want the lights in the trees and we have been told that will not happen by Public Works. We still feel that the lights are vital to the beautification of our downtown and do not feel it kills the trees. We would like to continue looking at resolving the lighting problem downtown (mini-lights or patio lights or other option).

Recycling – It was asked of the BIA to look what could be done about the stop of recycling for the businesses. The city sent us the report on the commercial sector that was utilizing the recycling and it was minimal.

Also as of this year, Special Events and Public works will be charging for administration of barricade requests as well as charging a barricade rental. For events that is a significant cost increase. Also, Public works is requesting cost reimbursements for the benches to be lifted; and repaired. In 2020, there was a Downtown Service Level Standardization where public works would receive on a yearly basis \$50,000.00 from the Together CK program annually to support Community and Special Events initiatives. While this money has to spread across CK, it was to be used for Christmas; Remembrance Day; Install of flowers (not correct as that is a separate levy); placement of benches/garbage receptacles; and an additional special event (Retro?)

Treasurer: Paul Shettell: Reported that 2023 had the largest sponsorship moneys come in to-date. The 2023 year is complete. Jim informed the board and guests that the BIA is a service and with significant challenges to appease the masses. Connie’s Office/Project Coordinator job will be posted.

MCK Representatives: Neither Anthony or Ken have any additional information.

A motion was made to approve the board reports first by Conor and second by Liz. All were in favour. Reports were approved.

New Business: Executive Election 2024:

Current position for Treasurer is Paul Shettell. It was asked if there were any nominees for Treasurer? Seeing none, Paul was asked if he wishes to remain on for 2024. Paul accepted and will stand.

Current position for Secretary is Clair Culliford. It was asked if there were any nominees for Secretary? Seeing none, Clair was asked if he wishes to remain on for 2024. Clair accepted.

Current position for Co-Chair is Jim Carrington. It was asked if there were any nominees for Chair or Co-Chair as Nancy will be stepping down. Paul nominated Andrew Thiel to Co-Chair.

Nancy seconded it. It was asked if anyone else had a nominee, seeing none, a motion was made to accept the new Executive Board Members, first by Conor, second by Zak, all in favour. Motion was passed.

Nancy asked if there were any new businesses to report? Paul suggested that everyone sign the confidentiality forms. Seeing no other new business to report, Nancy asked for a motion to adjourn.

A motion to adjourn was first made by Paul and second by Clair. All were in favour. Motion approved.

Meeting Adjourned.

Next Board Meeting: February 13, 2024

Signature of Chair: _____

Signature of Secretary: _____